



CANNON BUILDING
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BOARD OF FUNERAL SERVICES

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MEETING MINUTES:	BOARD OF FUNERAL SERVICES
DATE AND TIME:	September 27, 2016 at 10:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B , second floor of the Cannon Building
MINUTES FOR APPROVAL:	November 15, 2016

MEMBERS PRESENT

S. Keith Parsell, Professional Member, President
Duwayne Casini, Professional Member, Secretary
Mary Byrd, Public Member
Chad Chandler, Professional Member
Jane Hovington, Public Member

MEMBERS ABSENT

Danna Levy, Public Member
Bill Torbert, Professional Member

DIVISION STAFF

Meredith Hurley, Administrative Specialist II
Kevin Maloney, Deputy Attorney General

CALL TO ORDER

Mr. Parsell called the meeting to order at 10:04 a.m.

REVIEW AND APPROVAL OF MINUTES

Meeting Minutes – July 26, 2016

Ms. Byrd moved, seconded by Mr. Casini, to approve the July 26, 2016 meeting minutes as written. By unanimous vote, the motion carried.

UNFINISHED BUSINESS

Discussion Regarding SB65 and Changes to Rules & Regulations

Mr. Maloney presented the potential regulatory changes in regards to the fixtures necessary for preparation rooms. This was questioned in the past that there were no items listed in the law and regulations, but it is a question on the funeral establishment application. The Board was in agreement with the change; Mr. Maloney stated he would prepare a draft of the proposed regulation for review during the next regularly scheduled meeting.

Mr. Parsell moved forward with discussion on crematories and preparation rooms and what the inspectors should be looking for. The Board went over a list of criteria, discussing each item in detail. One item of

concern was the disposition location on the death certificate and how it should be filled out if and when the deceased is moved to another location for cremation, embalming or burial. Another item should be all crematories being licensed through the Division of Professional Regulation so they will be under the new law and impending rules and regulations.

Mr. Casini remarked that there is a program offered through the Cremation Association of North America (CANA) that certifies crematory operators. He added that this certification should be looked at as a qualification for all crematory operators.

Mr. Chandler questioned if any other agency like the Federal Trade Commission or the EPA had any standards for funeral homes or crematories that the Board should consider while drafting the new regulations.

Mr. Parsell questioned whether the Board can create a rule that would supersede other agencies. Mr. Maloney advised that the Board should not create any new rules that would make it impossible for other agencies to comply and suggested that the Board attempt to work with other agencies and come to an agreement on policy.

Mr. Maloney stated that all establishments, from third party crematories to funeral establishments, should fall under the same rules and if they do not, there needs to be a valid explanation why.

Review of Substantially Related Crimes List

Ms. Byrd moved, seconded by Mr. Chandler, to eliminate the crimes listed as misdemeanors with the exception of 11.1.58, 11.1.59, 11.1.61, 11.1.62, 11.1.73, 11.1.74, 11.1.90, 11.1.91, and 11.1.93. By unanimous vote, the motion carried. Mr. Maloney will bring a draft proposal to the next scheduled meeting for Board review.

NEW BUSINESS

Election of Officers

Ms. Byrd moved, seconded by Mr. Casini, to nominate Mr. Parsell to remain President of the Board of Funeral Services. By unanimous vote, the motion carried.

Ms. Hovington moved, seconded by Ms. Byrd, to nominate Mr. Casini to remain Secretary of the Board of Funeral Services. By unanimous vote, the motion carried.

Review and Approve 2017 Meeting Schedule

Mr. Casini moved, seconded by Ms. Hovington, to approve the 2017 meeting schedule. By unanimous vote, the motion carried.

Ratification of Licensure

Mr. Chandler moved, seconded by Ms. Byrd, to ratify the Funeral Resident Intern license of Benzana Rogers. By unanimous vote, the motion carried.

Review of Applications for Licensure

Ms. Byrd moved, seconded by Ms. Hovington, to approve Lance Frati for Funeral Director, contingent on receipt of completion of his internship from his sponsor and a passing score on the Delaware State Exam. The motion carried with Mr. Casini and Mr. Chandler abstaining.

CORRESPONDENCE

There was no correspondence.

OTHER BUSINESS BEFORE THE BOARD (For discussion only)

There was no other business before the Board.

PUBLIC COMMENT

There was no public comment.

NEXT MEETING

The next Board meeting is scheduled for Tuesday, November 15, 2016, at 10:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business before the Board, Ms. Byrd moved, seconded by Mr. Casini, to adjourn the meeting at 11:58 a.m. By unanimous vote, the motion carried.

Respectfully Submitted,

A handwritten signature in black ink that reads "Meredith Hurley". The signature is written in a cursive, flowing style.

Meredith Hurley
Administrative Specialist II